HARPER COLLEGE
PROGRAM REVIEW MANUAL

2023-2024

PROGRAM REVIEW

Introduction

The purpose of Program Review at Harper College is to foster a process of continuous improvement of instructional programs. A college-wide goal of Program Review is for program areas to revisit their goals and objectives as related to the institution's stated mission. The Illinois Community College Board (ICCB) requires instructional programs to go through this process once every five years. ICCB encourages Colleges to integrate Program Review with campus planning and quality improvement processes that already exist. The Program Review process must include the ICCB required standards—*analysis of program need, program cost effectiveness, and program quality*. Harper College has included additional areas of study, which are particularly relevant to the institution.

As part of the annual Program Review summary report, results of reviews of all CTE programs, academic disciplines, and cross-disciplinary programs conducted during the preceding four academic years should report to ICCB using the Prior Review Supplemental Update template. This report should include programs reviewed in prior years for which action was taken in the current year and/or changes resulting from planning and quality improvement initiatives.

Program Review and Its Relationship to Unit Planning
The Program Review process requires program areas to revisit their goals and objectives as related to the institution's stated mission. Programs will evaluate the degree to which they are meeting their goals and objectives and develop action plans to strengthen their programs and improve their effectiveness. In essence, this is the process of "unit planning." Plans should be developed in consultation with the representative dean.

Overview

Program Review Process
This document describes the process for Program Review for Academic Disciplines and includes a sample of the Program Review Report and a Program Review Timeline. The Review Timeline provides clarification of program review tasks, identifies who is responsible for each task, and indicates due dates for each task. The Program Review Report is comprised of the ICCB Summary Form and the Harper College Supplemental Program Review Form. A sample of the Program Review Report can be found on page 9. There are four templates available on HIP corresponding to the four different report types: (a) academic, (b) CTE, (c) cross-disciplinary, and (d) student academic support.

Programs that have completed a self-study/accreditation report within the last five years should begin by meeting with their representative dean to determine which, if any, sections within the Program Review Report have already been addressed. In such

cases, information from the self-study/accreditation report can be cut and pasted into the Program Review Report Template.

If the program has been accredited with stipulations or has been accredited on a conditional basis and there are standards which are not fully met, the program must complete the Program Review process to ensure that appropriate steps are being taken to address stipulations or opportunities.

Program Review Schedule
The Program Review Schedule is determined by the Illinois Community College Board (ICCB). In some cases, programs scheduled for review in different years may be combined into a single year. ICCB typically allows this for certificate and degree programs that are aligned based on how they operate at Harper.

Program Review Team
The Dean associated with the area to be reviewed will appoint a Program Review Team to conduct the in-depth program review; typically, the department chair or coordinator will lead this team for academic and career programs. **The chair is responsible for keeping the Dean informed about the progress of the Program Review.** Departments should try to involve all of their full-time faculty/full-time staff in analyzing the data and in drafting the report. Individual departments may also find it useful to invite the participation of their adjunct faculty as well as any other staff associated with the program.

Initial Orientation
The Program Review process will begin with the Program Review Chair and Division Dean meeting with a member of Institutional Research and the Associate Provost to receive and review the Program Review Manual and Instrument. The Program Review Chair will receive an overview of the Program Review process, will review the instructions for completing the report, and will be informed of the data provided which is to be used in preparing the report. This is the time for the Program Review Chair and Division Dean to ask questions and to seek clarification regarding their role in the Program Review process, though each of the individuals attending the initial orientation will also be available to provide support throughout the year.

Program Review Data
Each department will have access to a series of standard reports/dashboards providing relevant data related to its department (See Appendix). Departments are encouraged to examine other sources of relevant data. In addition to the standard reports, Program Review Teams can request customized data/research requests through Institutional Research. Program Review Teams should meet with Institutional Research in **September/October 2023** to discuss data reports, analysis and begin to identify customized research needs.

Final requests for customized research must be received by Institutional Research no later than **October 27, 2023**. This is to ensure results are available to the Program

Review Team in time to be included in the Report. Results of custom research will be made available by **December 15, 2023**. If needed, Institutional Research will meet in **January/February 2024** with deans and chairs/coordinators to review and discuss their customized and standard research results and to answer any questions.

External Consultant or Site Visit [Optional]
Program Review Teams may request to use an external consultant or make a site visit as part of the process. Requests need to be approved in advance by the division Dean and Associate Provost. If an external consultant is used, his/her report should be included in the Appendices of the Program Review Report Template. If a site visit is conducted, a summary of learning should be included in the Appendices of the Program Review Report Template so that their stipend (typically $500) can be provided.

Unit Planning
Each department is asked to develop a five-year unit plan as part of the program review process. The plan communicates the direction of the department and helps formulate specific requests for support including requests related to budget and staff. Plans should be developed in consultation with the Division Dean. This plan will become the basis for annual updates with the Division Dean. Planning and Institutional Effectiveness can offer additional assistance where desired (x6086).

Submission of Draft Report
Program Review Teams should submit a draft of the Program Review Report to their Division Dean no later than **March 1, 2024.**

Division Deans are to ensure that all questions have been addressed and should discuss any areas of concern related to the writing of the report with the Program Review Team before submitting the final report using the electronic template provided.

Submission of Final Report
When the Dean and the Program Review Team agree that the report is complete, the Program Review Chair will be responsible for submitting the final report to the Associate Provost using the electronic template provided no later than **April 19, 2024**.

Response and Final Approval of the Report
Following receipt of the Final Program Review Report, the Dean will arrange a follow-up meeting with the Program Review Chair (other department faculty and staff may attend if desired), Division Dean, Associate Provost, and Provost. At this meeting, the Program Review Chair should be prepared to give a 10-minute executive summary and then allow 20 minutes for discussion.

Submission of Illinois Community College Board Forms
The *Illinois Community College Board Summary Form* is a part of the Program Review Report and will be submitted as part of the **April 19, 2024** deadline.

Additionally, each spring, the Division Dean will request results from *Prior Program Review Updates* from each department as a way of getting annual updates. The Division Dean is responsible for submitting any *Prior Program Review Updates* of significance to the Associate Provost by **June 1, 2024.**

The Associate Provost will forward the *ICCB Summary Forms* and the *Results from Prior Program Reviews Forms* to Institutional Research by **July 1, 2024**.

Academic Program Review Report Timeline
FY 2024

DATE	RESPONSIBLE	DESCRIPTION
Sept 2023	Associate Provost	Kick-off meetings with Division Dean, Program Review Chairs, and Institutional Research
Sept/Oct 2023	Program Review Team, Institutional Research	Meetings with Institutional Research to discuss standard data reports and program review departmental analysis dashboard
10/27/2023	Program Review Team	Customized research requests due to Institutional Research
11/10/2023	Program Review Team	Progress report on the status of the Program Review due to Division Deans
12/15/2023	Institutional Research	Customized research reports forwarded to Program Review Chair and Division Dean
Jan/Feb 2024	Program Review Team, Institutional Research	(Optional) Meet with Institutional Research for final data discussion and review customized research reports
3/1/2024	Program Review Team	Draft Program Review Report submitted to Division Dean
4/19/2024	Program Review Team	Final Program Review Report due (using electronic template provided)
April-May 2024	Division Dean	Meeting held with Program Review Team, Division Dean, Provost, and Associate Provost
6/1/2024	Division Dean	Results from Prior Program Reviews Form (annual update) due to Associate Provost

Program Review Data Sources

Data Elements	Location	Support
Program Need		
Enrollment (FTE/Headcount)	Department Analysis Dashboard	J. Maxon
Demographics/Student Profile	Department Analysis Dashboard	J. Maxon
General Market Analysis (CTE)	OneDrive	J. Maxon
Section Fill & Class Cancellation Rates	Department Analysis Dashboard	J. Maxon
Alternative Credit	CLEP Advanced Placement	Div. Dean
Cost Effectiveness		
Operational Analysis	Program Review OneDrive Folder	M. Bates
ICCB Statewide Reports	ICCB Website	
Faculty Credentials	Contact Division Dean	Div. Dean
Large Capital Equipment	Program Review OneDrive Folder	M. Bates
Program Quality		
Graduate Survey Dashboard (CTE)	Follow-up Survey Dashboard	J. Maxon
Persistence/Completion Rates	Department Analysis Dashboard	J. Maxon
Licensure/Certification Pass Rates (if applicable)	Refer to individual departments/programs	
Grade Distribution	Department Analysis Dashboard	J. Maxon
Disaggregated Data	Department Analysis Dashboard Grades Dashboard Five-year Enrollment Dashboard	
Transfer Data	Institutional Research can produce custom reports	J. Maxon
Assessment	Academic Curriculum Maps Gen Ed Assessment & Curriculum Map Program and Course Level Assessment (Nuventive)	D. Surdo
IAI Course List	Program Review OneDrive Folder IAI Gen Ed Descriptors IAI Major Descriptors	M. Bates
Transfer Partnerships / Articulation Agreements	Harper Transfer Information	S. Warren-Crouch
Dual Credit Offerings	Department Analysis Dashboard	S. Rainbolt